



Department of
Workforce Services

Unemployment Insurance (UI) Employer Contribution Report Online Filing System

Updated November 2015



Department of
Workforce Services

Overview

- Accessing the System
- Creating an Account and Adding an Existing Business to the User Account
- Filing the UI Contribution Report (Form 33H):
Preparing and Uploading an Excel file *OR*
Manually Entering Wages
- Making a Payment
- Printing a Copy of the Report for Your Records
- Other Helpful Information



Department of
Workforce Services

Accessing the System

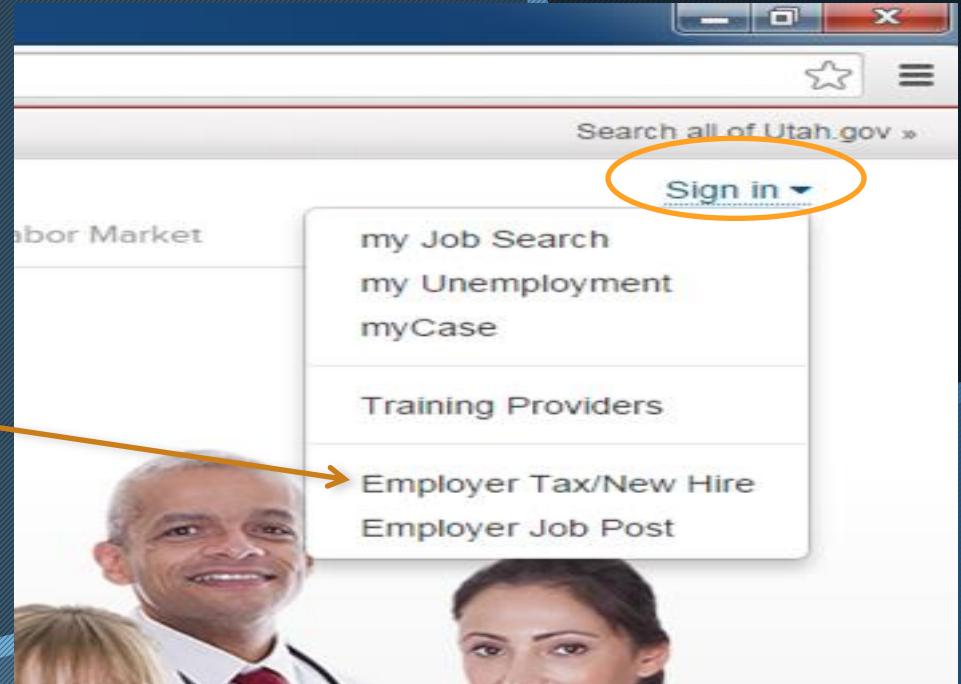
Option 1: Go directly to
Employer Page

`jobs.utah.gov/ui/employer`

Option 2: Navigate from
main DWS Page

`jobs.utah.gov`

**Click
Employer Tax/New Hire**





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Accessing the System

The screenshot shows a web browser window with the URL <https://jobs.utah.gov/ui/employer/Login.aspx>. The page is titled "Utah Unemployment Insurance" and features a navigation bar with links for "Job Seekers", "Employers", "Temporary Assistance", "Labor Market", and "Department". A "Sign in" link is also present. Below the navigation bar, there is a "System Message" section with two bullet points: "The latest Employer Advisor is available and includes info on electronic filing, work refusals, and garnishments. Please [click here](#) to read." and "For instructions on filing your quarterly report online, please [click here](#). For a schedule of in-person workshops around the state, please [click here](#)." Below the message is a "Sign In" form with fields for "Email Address" and "Password", a "Forgot Password?" link, and a "Sign In" button. A link for "Live Chat" is also visible. The footer contains links for "Feedback", "Equal Opportunity", "Contact Us", "Utah.gov Home", "Terms of Use", "Privacy Policy", and "Accessibility Policy", along with the copyright notice "©2013 State of Utah".

Utah.gov Services Agencies Search all of Utah.gov »

Search Jobs Job Seekers **Employers** Temporary Assistance Labor Market Department Sign in

Unemployment Insurance and New Hire Reporting

Home Tax Payments New Hire Claims Registration Correspondence Admin Info Live Chat

System Message

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- For instructions on filing your quarterly report online, please [click here](#). For a schedule of in-person workshops around the state, please [click here](#).

Sign In

Email Address:

Password: [Forgot Password?](#)

Are you a first time user? [Click here to signup now.](#)

Sign In

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Accessing the System continued

Unemployment Insurance and New Hire Reporting

Hello,

[Home](#) [Tax](#) [Payments](#) [New Hire](#) [Claims](#) [Registration](#) [Correspondence](#) [Admin](#) [Info](#) [Live Chat](#)

System Message

- The latest Employer Advisor is available and includes info on electronic filing, work refusals, and garnishments. Please [click here](#) to read.
- For instructions on filing your quarterly report online, please [click here](#). For a schedule of in-person workshops around the state, please [click here](#).

Tax Reporting

Oct 31

Current Filing Qtr: 2014 Q3
Due: October 31, 2014

Other Options

- View or amend past reports
- Get employer account PIN
- View tax forms
- View all tax reporting options

[File Tax Report](#)

New Hire Reporting

[File a New Hire Report Now](#)

Other Options

- View past new hire reports
- View all new hire options

[File New Hire Report](#)

Claims

[File a Form 606 Now](#)

[File a Wage Audit \(613\) Now](#)

Other Options

- View history of 606 responses
- View history of 613 responses
- View all claims options

Payments

[Make a Payment Now](#)

Other Options

- View/edit EFT payments
- View all payment options

Correspondence

[View Correspondence Now](#)

Other Options

- View all correspondence options

Business Registration

[Create a New UI Account For a Business](#)

Other Options

- Add an existing business to my user account

Account Admin

Most Popular Admin Options

- View account profile
- Display benefit costs
- Rate notice (Form 45)
- Update address information
- File an appeal
- Information for appeals
- Print IRS form 940C
- Close or reopen an account

Other Options

- View all account admin options



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Creating or Adding a Business User Account

Utah.gov Services Agencies Search all of Utah.gov » Sign In ▾

Search Jobs Job Seekers Employers Temporary Assistance Labor Market Department

Unemployment Insurance and New Hire Reporting

Home Tax Payments New Hire Claims Registration Correspondence Admin Info Live Chat

System Message

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- For instructions on filing your quarterly report online, please [click here](#). For a schedule of in-person workshops around the state, please [click here](#).

Sign In

Email Address:

Password: [Forgot Password?](#)

Are you a first time user? [Click here to signup now.](#)

Sign In

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Click here if it is your first
time



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Creating / Adding a User Business Account continued

After entering the
information, click
submit

Unemployment Insurance and New Hire Reporting

[Home](#) [Tax](#) [Payments](#) [New Hire](#) [Claims](#) [Registration](#) [Correspondence](#) [Admin](#) [Info](#) [Live Chat](#)

[Sign In](#) > User Registration

User Registration

Please fill out all of the fields below to create your user account.

* First Name:

* Last Name:

* Email Address:

* Confirm Email:

Please Note: Passwords are case sensitive, must be at least 8 characters, have upper and lower case letters, have at least one number, and have at least one symbol.

* Password:

* Confirm Password:

* Title:

* Phone Number:



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Verify User Account Information

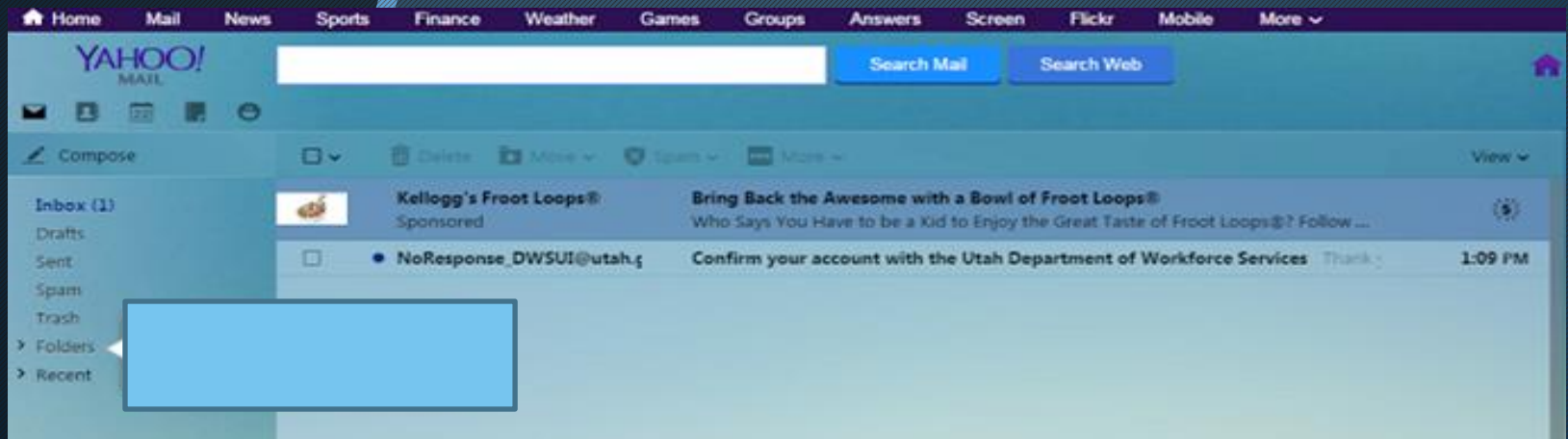
A screenshot of a web browser displaying the Utah.gov website. The browser's address bar shows the URL: https://jobs.utah.gov/ui/Employer/UserSetup/EmailVerification.aspx?email=E050zmm5AVEZrYEoOKIsOx8W4zd6%2f4JET%2bYc2DQHxOQ%3d&newuser=. The page header includes the Utah.gov logo, a search bar, and navigation links for Job Seekers, Employers (selected), Temporary Assistance, Labor Market, and Department. Below the header, there are links for Business Development, Unemployment Insurance, Economic Data, Human Resources, and Employment Law. The main content area is titled 'Unemployment Insurance and New Hire Reporting' and includes a 'Hello. Click here to sign in.' link and a 'Live Chat' button. The 'Verify Email Address' section states: 'We just sent a confirmation email to [redacted]@[redacted].com. Please follow the instructions in that email to complete your account registration.' It also includes a note: 'Please Note: Depending on your email settings, you may need to check your "Junk" or "Spam" email folder.' The footer contains links for Feedback, Equal Opportunity, Contact Us, Utah.gov Home, Terms of Use, Privacy Policy, and Accessibility Policy, along with the copyright notice '©2013 State of Utah'.



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Verifying User Account continued

Click here to finish the
registration process





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Adding an Existing Business

Add An Existing Business To My User Account

Advanced access requires a Utah Employer ID and the PIN. If the employer does not have a Utah Employer ID, [you can register the employer here](#).

If you are a tax preparer, and you have a TP Code or a Filing Code, [you can click here to enter the code now](#). If you file for five or more employer accounts, [you can click here to request a TP Code](#).

Advanced Access

Advanced access enables you to:

- File Tax Reports
- View / Amend Tax Reports
- View Account Profile
- Make a Payment on an Account
- View UI Benefit Costs
- Print an IRS 940C Form
- File New Hire Reports
- View Past New Hire Reports
- Update Account Addresses
- Update Account Contacts
- Request FEIN Change
- Close / Reopen Account
- File an Appeal
- View Electronic Correspondence

* Utah Employer ID:

* PIN:

[I need my PIN](#)

[Submit Advanced Access](#)

Unemployment Insurance and New Hire Reporting

Hello, [\[Name\]](#)

[Home](#) [Tax](#) [Payments](#) [New Hire](#) [Claims](#) [Registration](#) [Correspondence](#) [Admin](#) [Info](#) [Live Chat](#)

System Message

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Tax Reporting

Oct 31 Current Filing Qtr: 2014 Q3 Due: October 31, 2014

Other Options

- View or amend past reports
- Get employer account PIN
- View tax forms
- View all tax reporting options

[File Tax Report](#)

Payments

[Make a Payment Now](#)

Other Options

- View/edit EFT payments
- View all payment options

New Hire Reporting

[File a New Hire Report Now](#)

Other Options

- View past new hire reports
- View all new hire options

[File New Hire Report](#)

Claims

[File a Form 606 Now](#)

[File a Wage Audit \(613\) Now](#)

Other Options

- View history of 606 responses
- View history of 613 responses
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Correspondence

[View Correspondence Now](#)

Other Options

- View all correspondence options

Account Admin

Most Popular Admin Options

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Other Options

- View all account admin options

Business Registration

[Create a New Business Account For a Business](#)

Other Options

- Add existing business to my user account



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Requesting a PIN (Personal Identification Number)

Unemployment Insurance and New Hire Reporting

Hello, r

[Home](#) [Tax](#) [Payments](#) [New Hire](#) [Claims](#) [Registration](#) [Correspondence](#) [Admin](#) [Info](#)

[Live Chat](#)

[Account Admin](#) > Request Employer Account PIN

Request Employer Account PIN

If you need to recover your employer account PIN, please start by entering your Employer ID. You will then be required to answer a series of questions.

? * Utah Employer ID:

Submit



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Filing the UI Contribution Report (Form 33H)

Unemployment Insurance and New Hire Reporting

Hello, [User Name]

Home Tax Payments New Hire Claims Registration Correspondence Admin Info Live Chat

System Message

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File Tax Report

- Manually Enter Wages
- Upload a Wage File
- Amend a Past Report



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Preparing an Excel File

Five Columns

First Name

Middle Initial

Last Name

Social Security Number

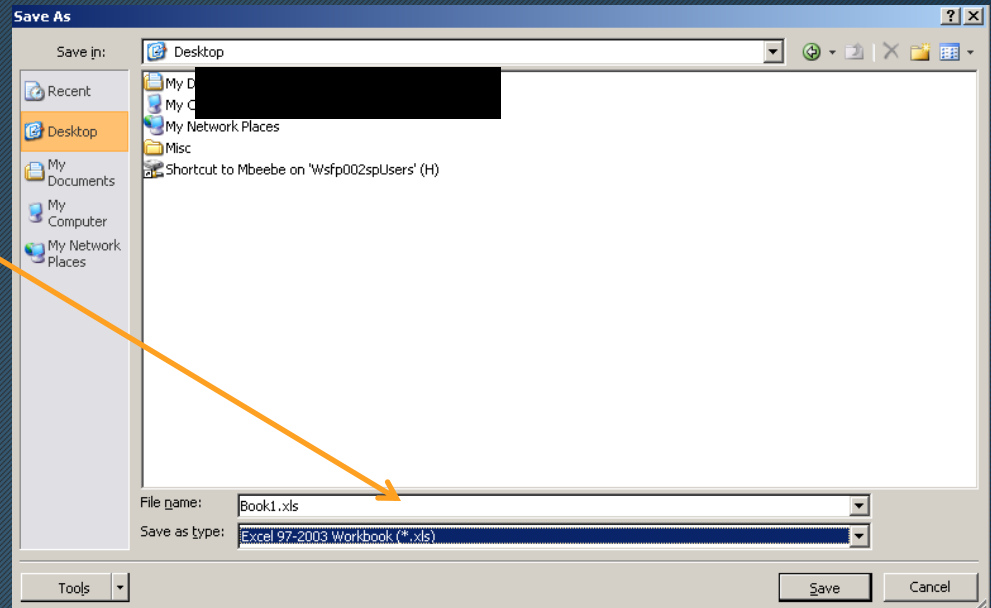
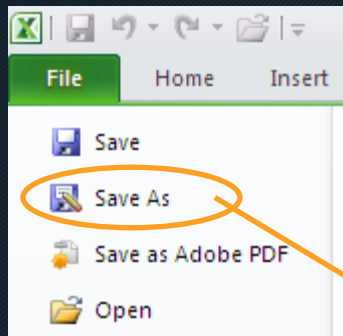
Quarterly Wage Total

	A	B	C	D	E	F
1	Test	A	Employee	000000000	\$10,542.32	
2	Test	B	Employee	000000001	\$45,000.00	
3	Test	C	Employee	000000002	\$80,142.28	
4	Test	D	Employee	000000003	\$14,253.52	
5						
6						
7						



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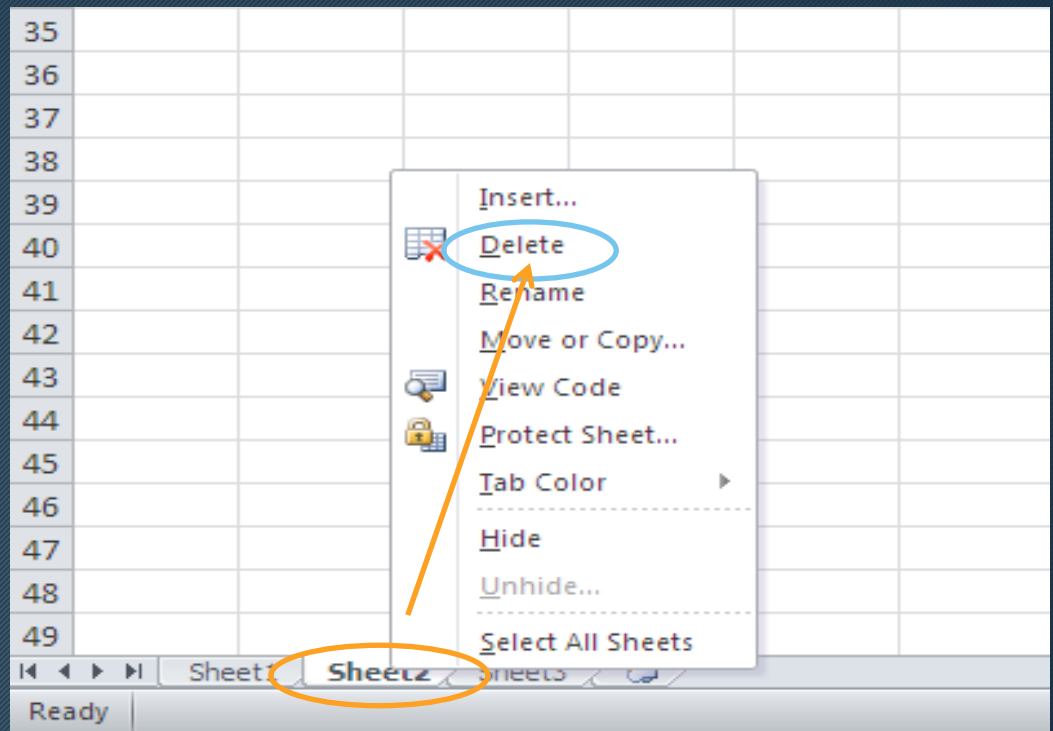
Preparing an Excel File continued





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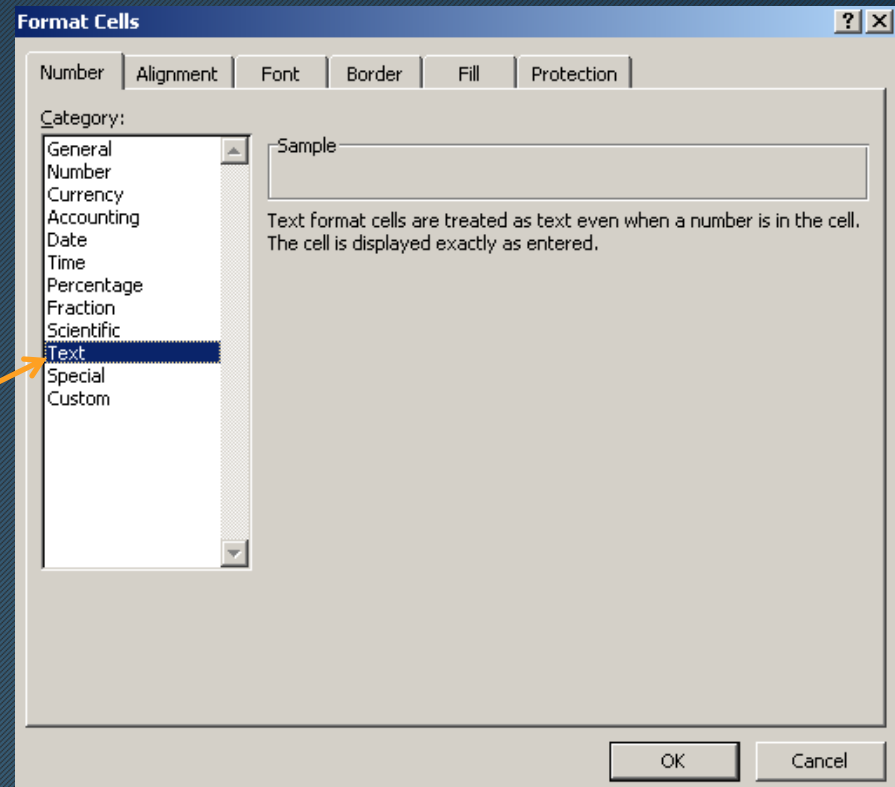
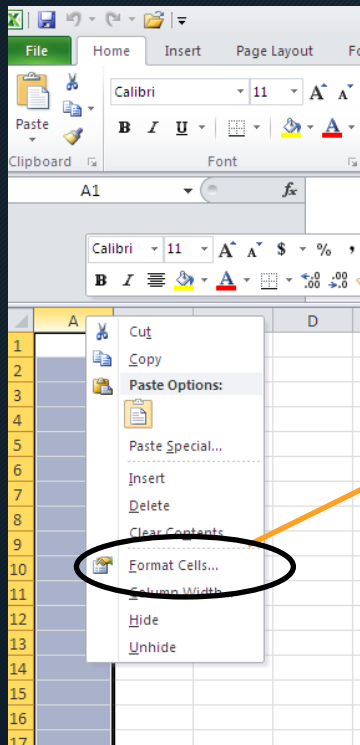
Preparing an Excel File continued





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Preparing an Excel File continued





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Uploading an Excel Wage File

Unemployment Insurance and New Hire Reporting

Hello, [User Name]

[Home](#) [Tax](#) [Payments](#) [New Hire](#) [Claims](#) [Registration](#) [Correspondence](#) [Admin](#) [Info](#) [Live Chat](#)

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Due: October 31, 2014

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- [View all tax reporting options](#)

[File Tax Report](#)

New Hire Reporting

[File a New Hire Report Now](#)

Other Options

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- [Rate notice \(Form 45\)](#)
- [Update address information](#)
- [File an appeal](#)
- [Information for appeals](#)
- [Print IRS form 940C](#)
- [Close or reopen an account](#)

Other Options

- [View all account admin options](#)

[File Tax Report](#)

[Manually Enter Wages](#)

[Upload a Wage File](#)

[Amend a Past Report](#)



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Uploading an Excel Wage File continued

Utah Unemployment Insurance x

https://beta.jobs.utah.gov/ui/Employer/TaxReporting/FileUpload.aspx?homepage=1

Utah.gov Services Agencies Search all of Utah.gov »

Utah.gov Search Jobs Job Seekers Employers Temporary Assistance Labor Market Department Sign in »

Unemployment Insurance and New Hire Reporting Hello, [Name]

Home Tax Payments New Hire Claims Registration Correspondence Admin Info Live Chat

Step 1 Start Step 2 Payment Step 3 Confirm Step 4 Results

Upload Your Wage File

Please select the wage file you would like to upload by clicking the Browse button, and then click Continue.

Do you have questions about your wage file?

- To view the file formats we accept, [click here](#).
- To upload a test file, [click here](#).
- Having problems uploading an Excel file? [Click here for some tips](#).

File To Upload: Choose File No file chosen

Continue

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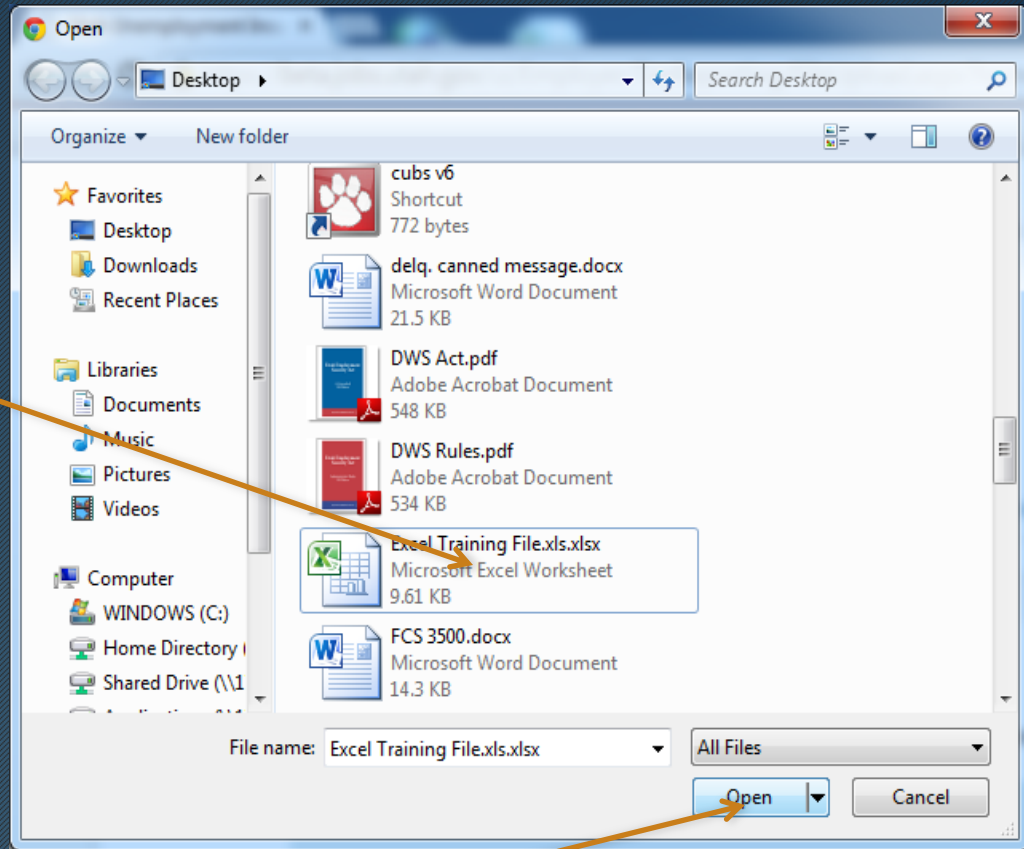
Click Choose File



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Uploading an Excel Wage File continued

First, find the file
you want to use
and click on it



Then click Open



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Uploading an Excel Wage File continued

Utah Unemployment Insurance x

https://beta.jobs.utah.gov/ui/Employer/TaxReporting/FileUpload.aspx?homepage=1

Utah.gov Services Agencies Search all of Utah.gov »

Search Jobs Job Seekers Employers Temporary Assistance Labor Market Department Sign in

Unemployment Insurance and New Hire Reporting Hello

Home Tax Payments New Hire Claims Registration Correspondence Admin Info Live Chat

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- To upload a test file, [click here](#).
- Having problems uploading an Excel file? [Click here for some tips](#).

File To Upload: Choose File Excel Training File.xls.xlsx

Continue

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Uploading an Excel Wage File continued

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https://beta.jobs.utah.gov/ui/Employer/TaxReporting/FileUploadPreview.aspx?Amended=False&EmpID=&YearQtr=

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Define your columns

Unemployment Insurance and New Hire Reporting Hello, Br

Home Tax Payments New Hire Claims Registration Correspondence Admin Info Live Chat

Step 1 Start Step 2 Payment Step 3 Confirm Step 4 Results

Upload File Preview

The first few rows of the data file you uploaded are below. Please define your data by selecting the correct data definition, and then click Continue.

Select Account: Company name should display here Add Employer...

Qtr/Year: 3 / 2014

Please define your data by selecting the correct data definition for each column.

First Name	Middle Initial	Last Name	SSN
John	J	Smith	64711123
James	M	Johnson	64727333
Maria	S	Martinez	52997444

Back Continue



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Manually Entering Wages

Utah Unemployment Insurance

https://beta.jobs.utah.gov/ui/Employer/TaxReporting/TaxWorksheet.aspx?EmprID=7243940&YearQtr=20143&amended=False

Unemployment Insurance and New Hire Reporting

Hello, E

Home Tax Payments New Hire Claims Registration Correspondence Admin Info Live Chat

Step 1 Start Step 2 Select Step 3 Payment Step 4 Confirm Step 5 Results

Tax Worksheet For **Company name will display here**

Sort By: Employee Wage List

Modify Employee	Soc. Security Number	First	Employee Name	Mid	2014 Wages Jan 1 - Jun 30	2014 Wages Jul 1 - Sep 30	Excess Wages Jul 1 - Sep 30
1 edit del	*****4444	MARIA	S	VEZ	\$0	10384.00	\$0
2 edit del	*****1234	JOHN	J		\$0	6062.00	\$0
3 edit del	*****3333	JAMES	M	ON		12960.00	\$0

[Add Employee](#)

Contribution Report

	1st Month	2nd Month	3rd Month
* Number of Employees	3	3	3
Total Wages Paid During Quarter	\$ 29,406.00	(* If total wages are incorrect, click here)	
Wages in Excess of \$30,800.00	\$ 0.00		
Wages Subject to Contribution	\$ 29,406.00		
Contribution Rate	0.074		
Contribution Due	\$ 2,176.04		
Total Payment Due	\$ 2,176.04		

[Click here to start the report over >>>](#)

[Back](#) [Continue](#)



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Verifying Wage Information

Utah Unemployment Insurance

https://beta.jobs.utah.gov/ui/Employer/TaxReporting/TaxWorksheet.aspx?EmpID=7243940&YearQtr=20143&amended=False

Unemployment Insurance and New Hire Reporting

Hello, [User Name]

Home Tax Payments New Hire Claims Registration Correspondence Admin Info Live Chat

Step 1 Start Step 2 Select Step 3 Payment Step 4 Confirm Step 5 Results

Tax Worksheet For: **Company name will display here**

Sort By: [Dropdown] Employee Wage List

Modify Employee	Soc. Security Number	First	Employee Name Mid Last	2014 Wages Jan 1 - Jun	2014 Wages Jul 1 - Sep	Excess Wages Jul 1 - Sep 30
1 edit del	*****4444	MARIA	S MARTINEZ		100	
2 edit del	*****1234	JOHN	J SMITH		60	
3 edit del	*****3333	JAMES	M JOHNSON		120	

[Add Employee](#)

Contribution Report

	1st Month	2nd Month	3rd Month
* Number of Employees	3	3	3
Total Wages Paid During Quarter	\$ 29,406.00		
Wages in Excess of \$30,800.00	\$ 0.00		
Wages Subject to Contribution	\$ 29,406.00		
Contribution Rate	0.074		
Contribution Due	\$ 2,176.04		
Total Payment Due	\$ 2,176.04		

[Click here to start the report over >>>](#)

Back Continue



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Advantages of Online Filing

Employee information is carried over
from previous quarter

Unemployment Insurance and New Hire Reporting

Hello [Name] [Live Chat](#)

Home Tax Payments New Hire Claims Registration Correspondence Admin Info

Step 1 Start Step 2 **Company name will display here** Step 5 Results

Tax Worksheet For: BAGWELL ENTERPRISES, L.L.C. (C 5-364617-0): Period: 2014 Q2

Sort By: [Dropdown]

Modify Employee	Soc. Security Number	First	Employ M	Wages	2014 Wages Apr 1 - Jun 30	Excess Wages Apr 1 - Jun 30
1 edit del	*****7640	LORENA	LO	\$2083	3000.00	\$0
2 edit del	*****1444	DANIEL	IA	\$120	30000.00	\$0
3 edit del	*****1987	ELAN	'S	\$9912	3000.00	\$0
4 edit del	*****3155	JACK	WV	\$8000	0.00	\$0
5 edit del	*****9376	AMIE	IN	\$3032	0.00	\$0
6 edit del	*****7273	KELSEY	BREAR	\$7105	0.00	\$0
7 edit del	*****0550	ELIZABETH	V MENG	\$8888	0.00	\$0
8 edit del	*****7724	IRIDAN	STIART	\$1423	0.00	\$0

[Add Employee](#)

Contribution Report

	1st Month	2nd Month	3rd Month
* Number of Employees	3	3	3
Total Wages Paid During Quarter	\$ 36,000.00	(* If total wages are incorrect, click here)	
Wages in Excess of \$30,800.00	\$ 0.00		
Wages Subject to Contribution	\$ 36,000.00		
Contribution Rate	0.006		
Contribution Due	\$ 216.00		

Wages in
excess of
taxable wage
base are
automatically
calculated

Tax rate and
contributions due are
automatically
calculated



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Making a Payment

Utah Unemployment Insu x

https://beta.jobs.utah.gov/ui/Employer/Payments/PaymentHome.aspx

Utah.gov Services Agencies Search all of Utah.gov »

Search Jobs Job Seekers Employers Temporary Assistance Labor Market Department Sign in

Unemployment Insurance and New Hire Reporting Hello, [User Name]

Home Tax Payments New Hire Claims Registration Correspondence Admin Info Live Chat

Step 1 Start Step 2 Select Step 3 Payment Step 4 Confirm Step 5 Results

Select Payment Method

Listed below are the reports you have selected to file. You can pay the amount due with either a check (using a payment coupon) or an Electronic Funds Transfer (EFT). Please select a payment method, verify the amount to pay, and click Continue.

Future EFT Settlement Dates

Period	Employer	Total Due	Payment Method
2014 Q3		\$1176.24	EFT
2014 Q2		\$0.00	Coupon
			EFT

Back Continue

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Making a Payment: EFT

Utah Unemployment Insurance x

https://beta.jobs.utah.gov/ui/Employer/Payments/PaymentHome.aspx

Utah.gov Services Agencies Search all of Utah.gov »

Search Jobs Job Seekers **Employers** Temporary Assistance Labor Market Department Sign in

Unemployment Insurance and New Hire Reporting Hello, | Live Chat

Home Tax Payments New Hire Claims Registration Correspondence Admin Info

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Select Payment Method

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Future EFT Settlement Dates

Period	Employer	Total Due	Payment Method
2014 Q3	Company name will display here	\$	EFT
Account Type: Routing #: Account #: Account Holder Name: Authorized By: Payment Amount:			
Checking \$			
<input type="checkbox"/> Save this information for future use.			
2014 Q2	Company name will display here	\$	N / A

Back Continue

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Workforce Services

Making a Payment: Coupon

Utah Unemployment Insu x

https://beta.jobs.utah.gov/ui/Employer/Payments/PaymentResult.aspx

utah.gov Utah.gov Services Agencies Search all of Utah.gov »

Search Jobs Job Seekers Employers Temporary Assistance Labor Market Department Sign in

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Step 1 Start Step 2 Select Step 3 Payment Step 4 Confirm Step 5 Results

Filing Results

Please Note:
The only paper work you need to send to the Department of Workforce Services is your coupon payment.
Please do not mail your contribution report or your wage list.

Print Payment Coupons Print All Contribution Reports Print All Wage Lists

Year/Qtr	Filing Result	Action
2014 Q3	Report successfully filed. Confirmation #7006764800	View Wage List View Quarterly Report
2014 Q2	Report successfully filed. Confirmation #7006764811	View Wage List

Return To Tax Reporting Home



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Workforce Services

Making a Payment: Coupon

28W

WEB PAYMENT COUPON



UTAH DEPT WORKFORCE SERVICES
UNEMPLOYMENT INSURANCE
140 EAST 300 SOUTH
PO BOX 45233
SALT LAKE CITY UTAH 84145-0233

\$1,176.24

AMOUNT DUE

Employer ID will display here
2014/3

Quarter

9/22/2014

Employer ID will display here

42

PLEASE SUBMIT IMMEDIATELY FOR PROPER PAYMENT
Make check payable to: UTAH UNEMPLOYMENT COMPENSATION FUND

--- Do Not Write Below This Line --- For Department Use Only ---



Department of
Workforce Services

Printing a Copy for your Records

Unemployment Insurance and New Hire Reporting

Hello, [User Name]

[Home](#) [Tax](#) [Payments](#) [New Hire](#) [Claims](#) [Registration](#) [Correspondence](#) [Admin](#) [Info](#)

[Live Chat](#)

Step 1 Start **Step 2** Select **Step 3** Payment **Step 4** Confirm **Step 5** Results

Filing Results

Please Note:

The only paper work you need to send to the Department of Workforce Services is your coupon payment.
Please do not mail your contribution report or your wage list.

MY EMPLOYER

Company name will display here

Year/Qtr

Filing Result

Action

2014 Q3



Report successfully filed.

Confirmation #700677197

[Print Payment Coupon](#)

[View Wage List](#) | [View Quarterly Report](#)

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Wage List

Your wage list for the selected timeframe is displayed below.

[Back](#) [Print](#)

Workforce Services
Unemployment Insurance
On-Line Wage List Summary Report

KEEP THIS COPY FOR YOUR RECORDS — PLEASE DO NOT MAIL

UI Employer Account #: [Redacted]
Employer Name: Company name will display here
Year/Qtr: 2014 Q3

Totals Wages This Quarter: \$574,577.00
Excess Wages This Quarter: \$524,755.00
s Listed This Quarter: 3
Date of Report: 9/22/2014

S		2014 Wages Jan 1 - Jun 30	2014 Wages Jul 1 - Sep 30	Excess Wages Jul 1 - Sep 30
*****1234	JOHN J SMITH	\$6,062.00	\$6,062.00	\$0.00
*****3333	JAMES M JOHNSON	\$12,960.00	\$12,960.00	\$0.00
*****4444	MARIA S MARTINEZ	\$10,384.00	\$555,555.00	\$535,139.00

Click here to
print the report



Department of
Workforce Services

Future Report Deadlines

Quarter	Paid From	Report Due By
1 st quarter wages	January through March	April 30 th
2 nd quarter wages	April through June	July 31 st
3 rd quarter wages	July through September	October 31 st
4 th quarter wages	October through December	January 31 st



Department of
Workforce Services

New Hire Reporting

Utah requires that you **report new hires within 20 days** of the first day worked or rehired (if 60+ day gap in service)

Online filing available

[File New Hire Report ▼](#)



Department of
Workforce Services

Requests for Information

We can't do it without you. It is critical that employers **respond to all requests for information** as quickly as possible.



Department of
Workforce Services

Contact Us

UI Benefits

801-526-4400

*Employer Line: Choose
option 1 for English,
option 4, then option 1*

UI Contributions

801-526-9235

*For online filing help, choose
option 5*

Live Chat

*Accessible online via
jobs.utah.gov
Live Chat Box*